



A.S. Nursing
Student Handbook 2024/2025

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Mission

In keeping with the mission of American National University, the Nursing Program will provide an opportunity for individuals to gain a career in the field of nursing through a quality educational program with traditional, blended, and distance education.

Vision

Graduates of the ANU nursing programs will deliver excellent, compassionate care within the local and global community. Graduates will continue to seek professional growth through life-long learning.

Purpose

The Nursing program at American National University provides educational training and resources to meet the regional needs for nurses at the technical level. The program helps graduates develop the basic nursing skills and knowledge to function effectively as health care providers in a variety of health care settings as defined by professional nursing standards. The curriculum is designed to prepare the graduate to function as a registered nurse in the state of Kentucky and across the nation. Graduates of this nursing program are eligible to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN), leading to licensure as a registered nurse.

Philosophy

The philosophy of the Associate Degree of Nursing program is congruent with American National University's mission statement and is supported by Marjory Gordon's Functional Health Care Patterns and the National League for Nursing (NLN). The philosophy incorporates faculty beliefs that nursing is a process of human caring which facilitates health and healing to every individual of society.

Each person encompasses three spheres: mind, body, and soul. The human needs of each person must be met to improve their well-being and alleviate stress. The Hierarchy of Needs has been well identified by Maslow and can be understood by organizing needs into the structural framework of Gordon's Functional Health Patterns.

The client's functional health patterns include health perception/health management; nutrition/metabolic; elimination; activity/exercise; sleep-rest; cognitive-perceptual; self-perception/self-concept; role/ relationship; sexuality/reproductive; coping/stress tolerance; and value/belief. These patterns are influenced by the client's age, developmental level, culture, and health status.

Health

The dignity and worth of all persons are recognized and acknowledged in the process of human caring and healing. Health does not presume the absence of disease, rather it reflects unity within the mind, body, and soul. Health reflects harmony within the body and enables the person to move toward self-actualization. Therefore, illness may be viewed as disharmony within the person.

Environment

The health-healing environment encompasses the physical, mental, socio-cultural, and spiritual aspects of the person's domain. The environment has a direct impact on the individual's ability to meet basic needs and movement toward self-actualization. The goals are to promote independence, maintain and restore health, and support a peaceful death.

Nursing

Nursing is a profession and an art that is guided by the ANA Code of Ethics. Nursing interactions are the essence of caring and help restore a person's inner harmony. Nursing is a vital force within society whose roles affect and are affected by current and emerging trends in health care. Knowledge is derived from research and research guides the direction for evolving nursing practice. The art and science of nursing focuses on the person's perception of harmony and on assisting the person to preserve, restore and/or strengthen inner harmony.

Nursing Education

The practice of Associate Degree of Nursing requires knowledge of nursing concepts, principles, and processes derived from an understanding of health (acute and chronic problems), nutrition, pharmacology, communication, human development, teaching/learning, ethical and legal standards, technology, social and behavioral sciences. Nursing education should take place in an academic environment that gives students opportunities to participate in campus-wide academic, community, and social activities to complement their education. The curriculum fosters clinical decision making through the use of the nursing process. The organizing framework of the nursing curriculum represents the faculty's plan for learning activities to assist the students to achieve their academic goals. Gordon's Functional Health Patterns serve as the basis for the framework of the nursing program and facilitate the identification of nursing diagnoses with a holistic nursing perspective. Nursing diagnoses as developed by the North American Nursing Diagnosis Association (NANDA, 2021) are used as the taxonomy for describing actual or potential health problems. Collaborative problems are addressed within the client's plan of care. Students and faculty are expected to accept mutual responsibility for developing a permanent spirit of inquiry and commitment to learning.

Nursing Practice Roles

Core components of the Associate Degree of Nursing program that are inherent to nursing practice include professional behaviors, communication, nursing process, clinical decision making, caring interventions, teaching and learning, collaboration, and managing care.

Professional behavior within nursing practice is characterized by a commitment to the profession of nursing. The graduate of the nursing program is expected to adhere to standards of professional practice, is accountable for his/her own actions and behaviors, and practices nursing within legal, ethical, and regulatory frameworks. Professional behaviors include genuine caring and concern, clinical competence, and effective communication to help clients and families resolve health problems.

Communication is an interactive process that allows an exchange of information that can be verbal, non-verbal, in writing, or through information technology. Members of the health care team and other community agencies need to communicate with each other to promote positive outcomes and establish a trusting relationship. Therapeutic communication between the nurse, client, and other health care providers is the basis for effective clinical decision making to help assure the delivery of accurate and safe care. Evidence based practice and the use of critical thinking provide the foundation for appropriate clinical decision making to move the client toward positive outcomes.

Nursing assessment is the collection, analysis, and synthesis of relevant data to evaluate the client's health status. Initial assessment provides a baseline for future comparisons and is used in clinical decision making to formulate sound clinical judgments to meet the client's changing needs.

Nurses are expected to create a professional environment that is caring, compassionate, protective, and person-centered. Nurses should develop a relationship with both the client and community that demonstrates respect for cultural values, beliefs, and lifestyles.

References

Council of A.D.N. Competencies Task Force National League for Nursing (2000). Competencies for Graduates of A.D.N. Programs. Sudbury, MA: Jones & Bartlett.

Gordon, M. (1994). Nursing Diagnosis: Process and Applications. 3rd edition, St. Louis: Mosby.

Maslow, A. (1943). A Theory of Human Motivation. *Psychological Review*, 50, 370-396. Retrieved Oct. 23, 2007, from <http://psychclassics.yorku.ca/Maslow/motivation.htm>

Nursing Diagnosis: Definitions & Classifications. (2021 - 2023). NANDA International.

Organizing Framework

Gordon's Functional Health Patterns provide the structural framework for the Associate Degree of Nursing program curricula. Priority of these functional health patterns can be further evaluated and classified using concepts of Maslow's hierarchy of needs in the critical thinking process to help nurses deliver competent and timely nursing care.

Critical thinking and clinical judgment skills are interwoven within the organizing framework. These concepts include caring, client advocacy, safety, nursing leadership, health promotion and disease prevention, teaching/learning, effective communication, ethical and legal principles, cultural awareness, and nursing research.

Core Performance Standards

Core Performance Standards will be used to assist each student in determining whether accommodation or modifications are necessary. The standards provide an objective measure upon which a student and the advisor base informed decisions regarding whether the student is "qualified" to meet requirements. Admission to the nursing program is not based on those standards. Students must meet the clinical facility's core performance standards in order to attend clinical courses.

Issue	Standard	Examples of Necessary Activities (not all inclusive)
Critical Thinking	Critical thinking ability sufficient for clinical judgment	Identify cause-effect relationships in clinical situations, develop nursing care plans
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, cultural, and intellectual backgrounds	Establish rapport with patients/clients and colleagues
Communication	Communication abilities sufficient for interaction with others in verbal and written form	Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses
Mobility	Physical abilities sufficient to move from room to room and maneuver in small places	Move around in patient's room, workspace, and treatment area, administer cardiopulmonary procedures
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care	Calibrate and use equipment; position patients/clients
Hearing	Auditory ability sufficient to monitor and assess health needs	Observe patient/client responses
Visual	Visual ability sufficient for observation and assessment necessary in nursing care	Observe patient/client responses
Tactile	Tactile ability sufficient for physical assessment	Perform palpation, functions of physical examination and/or those related to therapeutic interventions

Admissions and Progression

Drug Screen Policy and Background Check

All students are required to have a drug screen and background check prior to entering their first clinical experience. Information will be provided to students for setting up an account with the university-approved vendor. The vendor will provide information to the student about sites in their local area to obtain background checks and specimens for a drug screen.

If a positive drug screen is obtained, a repeated drug screen will be required on a different sample within 24 hours of the lab's next business day. If the drug screen is positive for illegal drugs, the student will automatically be withdrawn from the nursing program. If the repeated drug screen is positive for legal controlled drugs, the student must declare the medications being used as prescribed to him/her by a licensed care provider and show proof of the prescription to the nurse administrator. Failure to show proof of a valid prescription for the medication will result in the student being dismissed from the nursing program. Students taking medications must be able to function appropriately for classes and/or clinical coursework.

Urine specimens that are insufficient to test by the contracted laboratory will require the student to be re-tested within 24 hours of the lab's next business day. Failure to submit to drug testing or failure to present to the drug testing site on time as designated by American National University is grounds for dismissal from the nursing program. Random drug screening may be required at the cost of the student and the discretion of the University. This could be for any student demonstrating unusual, unexplained behavior in the classroom, in a clinical facility/hospital, on facility/hospital or University premises. Observable signs might include, but are not limited to:

- Slurred speech
- Odor of alcohol on breath or person
- Unsteady gait
- Disorientated or confused behavior
- Significant changes in habits
- Hallucinations
- Other clinical observations consistent with impairment
- Sloppy, inappropriate clothing and/or appearance
- Physically assaultive, unduly talkative, exaggerated self-importance
- making incoherent or irrelevant statements
- Unable to concentrate or distracts easily
- Inconsistent behavior or mood swings

The ANU Nurse Administrator will review background checks. If there are concerns about offenses in the report, these will be discussed with the student. The student is advised that upon graduation, the state board of nursing will conduct a separate background check during application for professional licensure. Eligibility to sit for NCLEX is determined by KBN.

Required Immunizations

The following must be performed prior to admission and within six months of the start of the student's first class; admission and the cost of any exam or immunization is the responsibility of the student.

Students should be prepared to submit to additional immunizations and tests, as required by the clinical facility where clinical coursework will be conducted.

Immunity to Rubella – an immunization is required (MMR #1) or verification by rubella titer.

Immunity to Rubeola – if birth year is 1957 or later, a second immunization (MMR #2) is required or verification by health record or physician statement of disease.

Immunity to Mumps – must provide 2 MMR vaccines or have a titer drawn showing immunity to the disease.

Immunity to Varicella (chicken pox) – verified by varicella titer or with proof of vaccine.

Negative tuberculin skin test results (PPD only) - within 12 months and annually while in the program or a chest x-ray documenting the absence of disease.

Immunity to Hepatitis B – this is an immunization requiring a series of 3 injections over a 6-month period. You must have had one of the three injections on or before the first day of clinical, with the other 2 injections completed on schedule to progress in the next nursing program. Immunity may also be verified by health record or physician statement of disease.

Influenza vaccination during influenza season per clinical facility.

COVID vaccination or approved exemption (determined by facility) per clinical facility.

Insurance

Professional liability (malpractice) insurance will be carried through the University in the amount of \$1,000,000/\$3,000,000. The policy will be in effect the first day of clinical and will be kept current throughout the nursing program.

Progression in the Nursing Program

For students to follow the established progression of the program sequence, they must:

1. Meet all prerequisites.
2. Attend mandatory Nursing Conference/Orientation.
3. Maintain a cumulative GPA of 2.5 on a 4.0 scale after entering cohort.
4. NUR 102* will be the trigger course for students to be placed in a Cohort. Definition of a Cohort:
A group of students that enter nursing courses at the same time and complete the program of nursing within the maximum timeframe of 1.5 times the normal program length.
5. Complete a background check and drug screen from a vendor affiliated with the University.
6. Completion of an American Heart Association (AHA) Basic Life Support (BLS) course for health care providers, the student must keep BLS certification current during the course of the nursing program.

7. Recent (within 6 months of admission) a medical record that includes a medical history, medical examination, and evidence of current immunizations as listed above.
8. Any nursing student that falls below a 2.5 GPA will be placed in a Provisional Nursing Enrollment status. The student will have one term to improve their GPA to the expected 2.5. In the event a student needs to repeat a course and that course is not offered, the University may elect to extend the Provisional Nursing Status to two terms. Upon failing to maintain a 2.5 GPA after Provisional Nursing Enrollment, the student will be dismissed. With this status change, the next academic failure will result in dismissal from the nursing program. Readmittance after the second dismissal will be contingent upon the applicant's completion of all admission criteria.
9. Remain in good standing with American National University and clinical sites:
 - a. tuition and fees paid on time.
 - b. keep immunizations up to date as required.
 - c. acceptable attendance record.
 - d. current BLS from the American Heart Association throughout nursing program.
 - e. no conviction of misdemeanor or felony--(KRS Chapter 314.091(1)(B)).
 - f. maintain compliance with university drug policy.
 - g. no unresolved complaints or issues from clinical rotation sites that prohibit the student from participating at the clinical site.
 - h. maintain compliance with American National University's Standards of Academic Progress.

*Criteria 5, 6, and 7 must be submitted by the end of week 8 of HSC 200 in order to progress to NUR 102.

Advising

Advisement will be required for any student who has a cumulative GPA of 2.7 or below. Faculty mentors, who are assigned by students' last names, are expected to provide guidance for the student with meeting course and clinical objectives and assisting with any challenges that may place the student at risk.

Withdrawal and Dismissal

Students dismissed from the nursing program may not enroll or participate in nursing classes unless readmitted to the nursing program. Readmission of nursing students must follow the admission criteria listed in the nursing handbook with the beginning of NUR102, Fundamentals of Nursing, students who withdraw or fail a course may reenter only one time during the nursing program without having to complete the entire admission process. The grade on the second attempt, including "W" (Withdrawal) grades stands as the final grade.

In the event the student has circumstances necessitating withdrawal from a course, they must notify the nurse administrator and formally withdraw to be eligible to retake the course for the second time. It is the student's responsibility to submit a written request to be reinstated to the nursing program prior to the next term when the course is offered.

Nursing Student Council

Students have an opportunity for input into the curriculum, to voice their concerns to faculty, and to provide input to policies and decisions that impact student welfare, policies, and privileges by attending and participating in the Nursing Student Council Meetings. Student representatives are also selected to present student concerns at all program committee meetings and will be notified of faculty committee meetings via e-mail.

Professional Accountability

Once admitted to the ANU nursing program, students are considered a part of the nursing profession and will be held accountable for professional conduct. Professional Accountability includes but is not limited to:

- Students will address faculty by their appropriate title, i.e., Miss, Mrs., Ms., or Dr. and will not address faculty by their first names.
- Students will observe academic honesty related to all coursework, examinations, and performance of clinical skills.
- Students will be punctual in class and clinical sessions.
- Students will maintain confidentiality of personal and health care information related to patients in accordance with HIPAA policy.
- Students will demonstrate a professional attitude, appearance, and behavior according to the nursing student handbook guidelines.
- Students will be prepared theoretically, physically, and mentally for class and clinical sessions.
- Students will work collaboratively with other students in the classroom, lab, and clinical settings.
- Students will not engage in intimidation, harassment, or defamation of ANU faculty or other students.
- Students will demonstrate professional communication in all school-related interactions, including e-mail correspondence and engagement in social media.
- Students will follow the appropriate chain of command to address an academic grievance or adverse clinical event.

If a student has a violation of professional conduct, the faculty will meet with the student to discuss the violation and the event will be documented and saved to the student's permanent file. If a student has three documented violations of professional conduct during program enrollment, he or she will be dismissed from the nursing program.

Classroom Policies and Procedures

Confidential Information

Student educational information is confidential and is protected under the Family Educational Rights and Privacy Act (FERPA).

Information obtained by students through their activities and experiences in nursing clinical/laboratory situations related to patients, personnel, and facilities shall be considered confidential. Such matters may be discussed only in nursing conferences and classes for the purpose of learning. Students should not identify any person other than the student and instructor in school assignments or on written papers. Failure to maintain confidential information will result in a violation of professional accountability.

Audiotaping Policy

Students may not audiotape any ANU program content, this includes but not limited to nursing lectures (on campus, global learn, or zoom), skills, simulation, and clinical. This also applies to any extracurricular activities. This is to prevent HIPAA violations.

Cell Phone Policy

Cell phones are to be put away during lectures. No cell phone use is allowed at any time during skills, preplanning, 120-hour practicum, or clinical. No cell phones are to be brought into clinical sites. Any violations of this policy will result in an unsatisfactory (U).

Travel

Students are required to provide their own transportation for clinical experiences, some of which may be located in various surrounding areas. Students may be required to stay overnight for up to one week at an off-site psychiatric facility during their psych rotation. Expenses for travel, lodging, and food (and incidentals) are the responsibility of the student. American National University will try to arrange a group rate for lodging if at all possible.

Discussion Boards

In courses where discussion boards are utilized, the following applies:

- Students must respond to the initial post with APA format no earlier than Sunday of the current week and no later than Wednesday at 11:59pm each week.
- Students must respond to a minimum of two peer responses by Saturday at 11:59pm each week.
- Each student post must be made on separate days.
- No discussion board assignments will be accepted after the week has ended at 11:59pm Saturday night.
- Students must follow the instructors' guidelines regarding discussion board content.

Test Taking Policy

The majority of exams at ANU will be delivered electronically either through the learning management system or through ATI. Students are not allowed to visit or open any internet sites or programs on their computer during the testing period unless asked by the faculty to do so. The Syllabus depicts required testing; however, any faculty member may administer additional testing as deemed necessary (pop tests/quizzes). This will also include skills check offs that have previously been checked off on. **Reminder: Any failed skill attempt will result in an unsatisfactory (U).**

All students are expected to take unit or course tests and final examinations at the scheduled time and according to the faculty instructions. Students who are tardy for a scheduled exam will not be allowed to enter the classroom and disrupt an exam in progress. If a student is unable to attend an exam, they **MUST** contact the course instructor prior to the scheduled exam. In the absence of prior notification, the student will receive a zero (0) for the exam. Providing the required prior notification does not guarantee an opportunity for the student to make up the exam. Maximum of one makeup test per term allowed.

Student Remediation

The nursing faculty has developed a plan to enhance the student's success in the nursing program:

1. Any student who achieves less than 77% on an exam must meet with the course faculty to receive 1:1 remediation within one week after the exam.
2. Students will participate in online resources as provided by the University as part of the remediation process.
3. Students will not be allowed to take the next exam if they have not completed remediation for the previous failed exam.

Guide for Written Papers

The faculty requires students to follow the standards for written papers in APA format as stated in the Publication Manual of the American Psychological Association (most recent ed). This manual may be purchased. Each course syllabus will identify the specific criteria for papers, projects, and reports. Plagiarism is unacceptable and will result in a violation of professional accountability. Please refer to Code of Academic Integrity Policy located in ANU-KY University Catalog, page 29.

Nursing Uniforms/Dress Code

An American National University approved vendor will provide nursing uniforms. An approved uniform and an American National University name tag must be worn in all clinical settings in accordance with the policy of that agency. White lab coats may be worn with the uniform. Plain, white shoes with plain white socks are required.

Uniforms may be worn to and from the clinical site (with the exception of specialty areas such as OB and Surgery where clean scrubs must be put on after coming to the department). Students will wear uniforms only when functioning in their capacity as an American National University nursing student. Students who are in violation of the dress code will be sent home and receive a “U” for the clinical day.

Lab Coat

A white lab jacket is required for preplanning. It must be worn with a name tag for agency visits or for pre-clinical site visits for obtaining patient assignments. When wearing lab jackets, females must wear skirts, dresses, or dress slacks; males must wear dress slacks and a shirt. Jeans and tennis shoes cannot be worn to clinical sites for preplanning. Lab jackets can be purchased through the American National University approved vendor.

Name Badge

Students are required to wear picture identification name badges to classes and clinical rotations. Name badges are available through American National University.

Jewelry

Nursing students are required to have a watch with a second hand (or a watch with the ability to calculate seconds). Jewelry must be limited to a watch, engagement, and wedding rings, and one pair of post earrings (size of earrings can be no larger than ½ carat size; hoop or dangling earrings are not acceptable). All other visible piercings must be removed or covered. No tongue/nose piercing rings/jewelry is allowed.

Personal Hygiene

Students are required to be clean, neat, and appropriately groomed at all times. If the student is inappropriately dressed, he/she will be asked to leave the clinical area. Hair must be clean and neatly styled at all times when in nursing uniform or when wearing the lab coat. Long hair must be secured and off the back of the neck to prevent the hair from falling into the face. Hair barrettes or pins should be the same color as the hair. Beards and mustaches must be neatly trimmed. Fingernails should be of medium length. No nail polish or artificial nails are allowed. Visible tattoos must be covered. Cosmetics should be worn in moderation. No strong perfumes or cologne is to be worn. Gum chewing, vaping, and tobacco products (i.e., snuff) are not permissible in-patient care areas. American National University has a tobacco-free environment. Students are not allowed to smoke at clinical sites or while in uniform. If the student wants to quit smoking, American National University will provide the students with information on smoking cessation programs [i.e., the How to Quit Smoking website from the Center for Disease Control (CDC)].

Student Employment

1. Employment of the student cannot interfere with class schedule.
2. Nursing students may not wear student name badges or school emblems while working.

Attendance Policy

Didactic classes are not subject to make-up presentations. The student is responsible for obtaining the information and assignments presented in all class sessions. Attendance in skills lab, and clinical/practicum classes are mandatory. The student must notify the instructor prior to an absence. Failure of the student to make-up time as scheduled will result in a failing grade for the course.

Class Attendance

Classroom attendance is an expectation of American National University. Students are responsible for information presented and assignments made in all class sessions. Three occurrences of absence in any NUR class will result in the student being withdrawn from the nursing course. Attendance for courses that are not NUR prefix courses is in accordance with American National University's regular attendance policy. The student will be required to wait until the next rotation of the nursing course to reenter if eligible.

Late Policy

American National University requires students to be in attendance in class and online regularly. Every course has set due dates established to move the student through the course at a consistent pace. No late work will be graded.

All assignments should be submitted via the Learning Management System. Emailed assignments will not be accepted.

Skills Laboratory Attendance

Attendance for nursing skills laboratory is required to allow the student the opportunity to practice skills and to achieve the educational objectives of the nursing program. Absence from a nursing skills lab will result in an Unsatisfactory (U) grade for that date. Any skills lab time missed must be made up at a time scheduled by the instructor or it will result in a "U" for the course.

Students arriving after the assigned start time for the skills are considered tardy. Students arriving more than 10 minutes late to skills will be dismissed and receive a "U" for the skills lab day.

The student must successfully complete skills lab check-off evaluations to participate in clinical rotations. If a student is absent from a skills lab check-off evaluation, they will not be permitted to attend the next clinical until they make-up for the absence and successfully complete the check-off evaluation. Students who are not successful in the skills lab check-off evaluation may practice (remediate) and reattempt the check-off one more time at the time specified by the instructor. If the student is not successful on the second attempt to pass the skills evaluation, a "U" will be given for the skills lab and any subsequent missed clinical days. Three occurrences of a "U" will result in the student being withdrawn from the course.

Clinical/Practicum Attendance

A student must achieve a Satisfactory (S) grade to pass the clinical rotation or practicum. Completion of all clinical hours is mandatory, and absence from a clinical event will result in an Unsatisfactory (U) grade for that day. In emergency situations, with any absence, a make-up day will be mandatory. If the student

does not make up the clinical time a “U” grade will be given for the clinical rotation. Failure to submit clinical assignments (concept maps or other assignments) by the assigned deadline will result in an unsatisfactory grade. Documentation for all absences will be required.

If a student is dismissed from a clinical day, they will receive a “U” and will be required to make up the clinical hours at a time determined by the nursing faculty. If a student is dismissed three times from a clinical day in one quarter, they fail the course.

Students arriving after the assigned start time for the clinical are considered tardy. Students arriving more than 10 minutes late to clinical will be dismissed and receive a “U” for the clinical day.

Leaving the clinical site early is not acceptable.

Simulation

Clinical simulation will be integrated into the clinical hours to meet the course objectives. Kolb’s Theory of Experiential Learning is the foundation for the implementation of simulation for nursing education at ANU. Simulation exercises are designed and implemented under the International Nursing Association for Clinical Simulation and Learning (INACSL) Standards for Best Practice. Guidelines for attendance and participation in simulation are identical to those for clinical experiences.

Inclement Weather

In the event of adverse weather, every effort will be made to hold classes. However, our first concern is the safety of our students, faculty, and staff. If a class or clinical is cancelled due to inclement weather, it will be rescheduled by faculty. Announcements about cancellations will be made on the ANU website, and local radio and TV stations. Alternatively, the course may be held via Zoom.

Grades

A single letter grade will be recorded for a course. The clinical component of the nursing course will be graded as either pass or fail. No student shall receive a passing grade for a course in which the student has failed the laboratory or clinical portion of that course. Likewise, no student shall receive a passing grade for a course in which the student has failed the lecture portion of that course.

Dosage Calculation/ Math tests will be given during each nursing course starting week one of NUR102. The passing score for the dosage calculation exam is 100%. Students will have a maximum of three (3) attempts to pass it.

Remediation will be provided, either individually or as part of class, prior to the next exam attempt. The second and third exams will be different, but similar exams from the one offered in week one and will be different, but similar to each other.

If, after the third attempt, the student has not demonstrated competency in dosage calculation with a score of 100%, he or she will be withdrawn from the course. This will not affect the student's enrollment in other courses at American National University, with the exception of those courses with a clinical component.

Students who are withdrawn from class due to not demonstrating competency in dosage calculation must receive remediation in dosage calculation before being allowed to reenter the next nursing rotation for the course he or she failed.

Grading Scale for Nursing Courses (courses coded HSC and NUR)

In assigning a letter grade the following scale will be used:

90 – 100% = A

82 – 89% = B

77 – 81% = C

Below 77% = F

The final grade will not be rounded.

Clinical Grading Scale

Satisfactory (S) = consistently attains clinical objectives. Demonstrates continual growth throughout the rotation.

Unsatisfactory (U) = fails to demonstrate performance of clinical objectives.

Unsafe = psychologically or physically endangers a client by not performing at the level of a reasonable, prudent student. Demonstration of unsafe behavior constitutes grounds for immediate dismissal from the ADN program at any point in the semester.

Validation of Course Outcomes: Incorporated Testing Policy

Incorporated Testing Policy

The nursing faculty will use standardized specialty exams integrated with the coursework as specified in the course syllabus to:

1. validate curriculum against national norms.
2. provide each student feedback on testing performance and provide an opportunity for remediation.
3. help ensure student success on NCLEX-RN licensure examination.
4. provide faculty with a standardized and organized method to document student outcomes.

Evaluations

Course and Faculty Evaluations

At the end of each course, the student will be asked to evaluate both the course content and the instructor's ability to present the content. Evaluations will be accessible at the end of each course within the Learning Management System before finals week. After the student logs into the LMS, they will be prompted to complete the end-of-course survey. Responses of the students are anonymous and will be used to identify opportunities for improving the course. The student will be asked to evaluate didactic, skills lab, and clinical instructors, as well as the preceptor and clinical site.

Clinical Site Evaluations

Clinical education is conducted and monitored by ANU faculty. For clinical rotations, the student is assigned to an ANU clinical instructor. For clinical preceptorship hours, the student will be mentored by a facility staff RN that meets KBN requirements and be monitored by an ANU faculty. It is expected students and clinical preceptors will provide feedback during each clinical rotation in a timely manner if there are specific issues that need to be addressed by the ANU faculty. The clinical instructor and the Nurse Administrator review clinical issues.

The nursing students will be asked to complete an evaluation of each clinical site at the end of the rotation and feedback will be shared with the coordinator of the clinical site. The student will remain anonymous. In addition, preceptors at the clinical sites will be asked to evaluate the students' participation at the clinical site at the end of each rotation. Preceptor names will remain anonymous as well.

Student Evaluation

The course instructor will collaborate with skills lab and clinical instructors to complete a final course evaluation of the student.

Administrative Evaluations

The Staff and Faculty Assessment survey will evaluate and monitor the organization's ability to effectively manage the administration of resources. Effective use of facilities and services will be examined.

Graduate Surveys

For each graduating class, American National University will conduct an employer survey and a graduate satisfaction survey. These surveys will monitor the employer's and the graduate's satisfaction with American National University's Associate Degree of Nursing program.

Blood Borne Pathogen Exposure Policy

Faculty and students in the nursing program at American National University will have available the follow-up, treatment, counseling, and a written opinion after exposure to blood or body fluids.

An exposure is defined as:

- A. a needle or other puncture wound from a source contaminated with blood or body fluids;
- B. direct contact of non-intact skin (open lesion, chapped, or abraded skin) with a large amount of blood or prolonged contact with blood; or
- C. mucous membrane contact from a known source of blood or body fluids (a splash in the eye, mouth, or any other mucous membrane lining).

Procedure:

1. In the event a student or faculty member is exposed to blood borne pathogens during a scheduled clinical experience the agency's exposure policy should be followed. The faculty/student will:
 - A. Notify the appropriate agency representative.
 - B. Initiate immediate treatment by:
 1. Cleansing the wound/skin with soap and water.
 2. Flushing mucous membranes with tap water or saline.
 3. Serious injuries requiring suturing or other physician intervention should be promptly evaluated according to the agency's direction or according to the insurance requirements of the faculty/student.
 - C. Report the exposure to the appropriate supervisors and assist the student in completing any required agency documentation.
 - D. The student will be required to have sufficient liability coverage, as mentioned under the additional requirements section of this handbook, in the event of such an exposure.
2. In the event a student or faculty member is exposed to blood borne pathogens during a scheduled clinical experience while not in a traditional setting (i.e., community-based experience such as school health or community screening) the following procedure should be followed:
 - A. Provide immediate first aid treatment as described in 1B above.
 - B. Instruct the student or faculty to proceed to the closest emergency facility to initiate post-exposure screening, treatment, and counseling.
 - C. The faculty/student is encouraged to seek post-exposure treatment within two (2) hours of the exposure. If travel distance does not allow, the follow-up should be completed as soon as possible.
 - D. The student will be required to have sufficient liability coverage, as mentioned under the additional requirements section of this handbook, in the event of such an exposure.
3. Following the exposure, the nursing faculty should complete the *Exposure to Body Substance Form* and submit it to the Program Director for review or follow up.

4. While it is an individual decision whether to comply with the recommended post-exposure screening, treatment, counseling, or follow-up, the exposed student or faculty should be offered available resources such as the Pike County or Floyd County Health Department.
5. The exposed student or faculty should be given a copy of the *Information Sheet for Healthcare Workers*.